

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 690-13A1

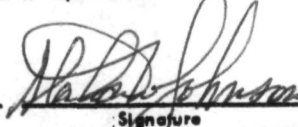
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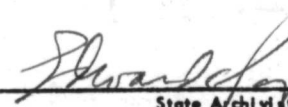
RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL		STATE ACCIDENT FUND
AGENCY		DIVISION
Item No.	Description	Retention
1A	<p><u>Supersedes 690-13A & 690-13B</u> <u>Compensation Claim Folders - Marked 1-1-81 and thereafter.</u></p> <p>A numeric arrangement of claims made by individuals on which the Accident Fund makes compensation or medical payment.</p> <p>Folders contain but are not limited to the following;</p> <p>Name of Employer Name of Injured Employee Case Number Medical or Compensation Payments Employer's First Report of Injury Surgeon's Report Surgeon's Final Report & Bill Award of Compensation Notice of Claim Statement of Compensation Paid Final Settlement Receipt Notice of Hearing & Transcript Medical Reports Surgeon's Druggist's Bills Correspondence Records of Appeals & Court Cases</p>	<p>Microfilm on continuing basis as received. Retain microfilm in office for ten (10) years after final settlement, then destroy. Send paper copies to State Records Center and retain for three (3) years from date sent, then destroy.</p>
1B	<p><u>CLOSED CLAIM FOLDERS - REGULAR AND STATE - Marked prior to 1-1-81.</u></p> <p>Individual folders for each claim filed with Workmen's Compensation Commission.</p>	<p>Retain in office for six (6) years, transfer to a State Records Center for ten (10) years thereafter, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

5/3/88 
Date Signature
STATON W. JOHNSON

5/17/88 
Date State Archivist

Item No.	Description	Retention
	<u>AMENDMENT TO ADD ITEMS TO SCHEDULE 690-13</u>	
11.	<u>Vouchers</u> Medical Payment Voucher for Payment to Medical Vendors.	Retain in State Records Center five (5) years there- after from date of receipt, then destroy.
12.	<u>Requisitions</u> Temporary Total and Permanent Partial Requisition for Payment to Claimants.	Retain in State Records Center five (5) years there- after from date of receipt, then destroy.
	<u>AMENDMENT TO SUPERSEDE ITEM 4 ON SCHEDULE 690-13</u>	
4.	<u>Claim Checks</u> For permanent partial payment, temporary total payment and medical payment.	Retain in State Records Center five (5) years there- after from date of receipt, then destroy.